

November 9, 2004

To: Program Records Officials

From: Departmental Records Officer

Subject: Program Records Self Assessments / Numbered Memo RM-05-08

This is a reminder that the Self-Assessments discussed with you during Records Management briefings held last summer should be completed during this fiscal year. Each site/organization managed by your Program Office (Headquarters, Field and Area Offices, and Contractor sites) should conduct a self-assessment to determine the state of records management within the Program. The objectives of self-assessment are to:

- determine whether the basic requirements of the Records Management Program are being met at the local level;
- highlight outstanding work, deficiencies, and local issues that need to be addressed; and
- prepare for a program assessment by identifying areas that require attention.

Guidance on the records management assessment process and a sample checklist for the initial Self-Assessments can be found on the DOE Records Management Division Website at:

<http://cio.doe.gov/RBManagement/Records/IM-11.html>

Refer questions to me at 301-903-3455 or by e-mail at sharon.evelin@hq.doe.gov.